

## **R430-90-13,R430-50-13. PARENT NOTIFICATION AND CHILD SECURITY.**

### **Licensed Family 90-13:**

- (1) The licensee shall either post or, upon enrollment, give each parent a copy of the Department's child care guide.

### **Residential Certificate 50-13:**

- (1) The certificate holder shall either post or, upon enrollment, give each parent a copy of the Department's child care guide.

### **Rationale / Explanation**

*The purpose of this rule is to inform parents of the existence of child care licensing regulations, and how they can contact the Department if they have a complaint regarding a licensing violation in a regulated child care facility. CFOC, pgs. 376-377 Standard 8.077*

### **Enforcement**

*In order for the child care guide to be posted where parents can review it, it must be posted in an area parents can see as they come and go.*

*Always Level 4 Noncompliance.*

### **Licensed Family 90-13:**

- (2) At all times when their child is in care, parents shall have access to those areas of the licensee's home and outdoor area that are used for child care.

### **Residential Certificate 50-13:**

- (2) At all times when their child is in care, parents shall have access to those areas of the certificate holder's home and outdoor area that are used for child care.

### **Rationale / Explanation**

*Allowing parents unrestricted access to the home and the outdoor play area at all times is one of the most important methods of preventing abuse and inappropriate discipline. When access is restricted, areas observable by parents may not reflect the care children actually receive on a day-to-day basis. CFOC, pgs. 67-68 Standard 2.046; pgs. 376-377 Standard 8.077*

### **Enforcement**

*This does not mean providers cannot lock their doors. It means the provider opens the door in a timely manner and allows parents to enter any part of the home or outdoor areas that are used for child care.*

*Always Level 3D Noncompliance.*

### **Licensed Family 90-13:**

- (3) The licensee shall ensure that either a provider or the parent signs each child in and out daily, including the date and the time the child arrives and leaves and when the child goes to and returns from school, and the signature or initials of the person signing the child in and out.

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### **Residential Certificate 50-13:**

- (3) The certificate holder shall ensure that a daily attendance record is maintained to document each enrolled child's attendance.**

#### **Rationale / Explanation**

*Proper departure procedures and identification are necessary to prevent unauthorized individuals from taking a child from the center. CFOC, pg. 349 Standards 8.028, 8.029*

*Keeping accurate records of arrivals and departures is critical to establishing what children are in care at the home at any given time, and how many caregivers are needed. CFOC, pg. 350 Standard 8.030*

#### **Enforcement**

*Level 2B Noncompliance:*

- *If a provider's failure to maintain the required attendance records results in:*
  - *if a child who is not signed in leaves the premises.*
  - *a lost child.*
  - *a child being left on an off-site activity.*
  - *a child being left unattended in a vehicle.*
  - *a child being left at the home and the provider leaves the home.*
  - *an emergency evacuation in which the provider was unable to accurately account for all of the children actually present due to a lack of accurate sign-in or sign-out records.*

*Level 3D Noncompliance: if a provider's failure to have/follow his or her sign in or out procedure results in a school-age child being left at school.*

*Level 4 Noncompliance otherwise.*

### **Licensed Family 90-13, and Residential Certificate 50-13:**

- (4) Only parents or persons with written authorization from the parent may pick up any child. In an emergency, a provider may accept verbal authorization if the provider can confirm the identity of the person giving the verbal authorization and the identity of the person picking up the child.**

#### **Rationale / Explanation**

*Proper departure procedures and identification are necessary to prevent unauthorized individuals from taking a child from the center. CFOC, pg. 349 Standards 8.028, 8.029*

*Keeping accurate records of arrivals and departures is critical to establishing what children are in care at the home at any given time, and how many caregivers are needed. CFOC, pg. 350 Standard 8.030*

#### **Enforcement**

*Level 2B Noncompliance: If an unauthorized person is allowed to take a child from the home, and the parent does not give approval after the fact.*

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*Level 3D Noncompliance: if an unauthorized person took a child, but the parent gave approval after the fact.*

### **Licensed Family 90-13:**

- (5) The licensee shall ensure that parents are given a written report of every serious incident, accident, or injury involving their child on the day of occurrence. A provider and the person picking up the child shall sign the report to acknowledge that he or she has received it.

### **Rationale / Explanation**

*The purpose of this rule is to ensure that parents are informed of every incident involving their child. This is important to protect both the provider and the child. Without an injury report, parents may not know to watch their child for possible harm that may turn out to be more serious than was immediately apparent. For example, a child may seem okay after a fall, but may actually have a concussion. Incident reports can also allow providers to recognize injury patterns and possible abuse to a child. CFOC, pgs. 369-370 Standard 8.062*

### **Enforcement**

*Examples of incidents that parents should receive a written report for include: any serious injury involving their child, forgetting to pick a child up after school, children getting into a fight that results in injury, a serious discipline problem involving their child, or a child escaping from the home without adult supervision.*

*If the person picking up a child refuses to sign or take the incident report, the provider will not be found out of compliance with his rule, provided they can demonstrate that they have an effective process in place to get same-day signatures on reports, and have made a good faith effort to follow that process.*

*Always Level 4 Noncompliance.*

### **Licensed Family 90-13:**

- (6) The licensee shall ensure that parents are notified verbally of minor accidents and injuries on the day of occurrence.

### **Residential Certificate 50-13:**

- (5) The certificate holder shall ensure that parents are informed of every incident, accident, or injury involving their child within 24 hours of occurrence.

### **Rationale / Explanation**

*The purpose of this rule is to ensure that parents are informed of every incident involving their child. This is important to protect both the provider and the child. Without an injury report, parents may not know to watch their child for possible harm that may turn out to be more serious than was immediately apparent. For example, a child may seem okay after a fall, but may actually have a concussion. Incident reports can also allow providers to recognize injury patterns and possible abuse to a child. CFOC, pgs. 369-370 Standard 8.062*

### **Enforcement**

*Examples of incidents that parents should receive verbal notification include: behavior problems, a child being bitten or biting another child, a scraped knee or other minor injury.*

*Always Level 3D Noncompliance.*

## **R430-90-13,R430-50-13. PARENT NOTIFICATION AND CHILD SECURITY.**

### **Licensed Family 90-13:**

- (7) In the case of a life threatening incident or injury to a child, or an incident or injury that poses a threat of the loss of vision, hearing, or a limb, a provider shall contact emergency personnel immediately, before contacting the parent. If the parent cannot be reached after emergency personnel have been contacted, a provider shall attempt to contact the child's emergency contact person.

### **Residential Certificate 50-13:**

- (6) In the case of a life threatening incident or injury to a child, or an incident or injury that poses a threat of the loss of vision, hearing, or a limb, a provider shall contact emergency personnel immediately, before contacting the parent. If the parent cannot be reached after emergency personnel have been contacted, a provider shall attempt to contact the child's emergency contact person.

### **Rationale / Explanation**

*A delay in contacting emergency personnel in the case of a life threatening injury could result in permanent disability or death. This is why emergency personnel must be contacted before anyone else when a child has a potentially life threatening injury. CFOC, pg. 424 Appendix N*

### **Enforcement**

*Always Level 1B Noncompliance.*

### **Licensed Family 90-13:**

- (8) If a child is injured and the injury appears serious but not life threatening, a provider shall contact the parent immediately, in addition to giving the parent a written report of the injury.

### **Residential Certificate 50-13:**

- (7) If a child is injured and the injury appears serious but not life threatening, a provider shall contact the parent immediately.

### **Rationale / Explanation**

*The purpose of this rule is to ensure that parents are informed of and can make decisions regarding the care of their child after a serious injury.*

### **Enforcement**

*For Licensed Family if parents are notified verbally, but not given a written report, cite 90-13(5), not this rule.*

*Always Level 2B Noncompliance.*